



# CASAC

Parent Information Booklet

2021



**Location BER Building (near the oval)**

**Email: [casac@campbellpandc.com](mailto:casac@campbellpandc.com)**

**Phone: 0479 099 070**



## ABOUT US

CASAC provides Before School Care, After School Care and Vacation Care for Preschool - Year 6 children attending Campbell Primary School. The service is a not-for-profit organisation managed by the Campbell Primary School Parents & Citizens Association.

## SERVICE PHILOSOPHY

Every child deserves respect, to be heard, to have their individuality celebrated, to feel safe and to play. We recognise that all children learn at different rates through play, first hand experiences, modeling and with encouragement. We seek to foster and extend a child's inquisitive nature by planning for and providing a secure, happy and stimulating environment with developmentally appropriate, engaging experiences. At CASAC, we view the child as a whole and aim to develop all aspects of the child - physical, emotional, social, creative, and cognitive. The rights of all children are respected regardless of gender, cultural identify, family background and religious beliefs. All elements of the Campbell Community have a part to play in the success of this program from the Educators, Families, Volunteers, School Staff and Wider Community Members and we call on these people and organisations to contribute wherever possible.

## LOCATION

CASAC operates from the BER Centre located between the junior and senior playgrounds down near the oval. In 2021, access to the BER will be limited due to school building works. Updates to access routes will be provided on an ongoing basis throughout 2021.

## HOURS OF OPERATION

Monday to Fridays excluding public holidays.

Before School Care	7:30am - 9:00am
After School Care	3:00pm - 6:00pm
Vacation Care	8:00am - 6:00pm

## ENROLMENT

A substantial amount of information is required to ensure quality care for your child so please ensure enrolment forms are completed accurately and in full. **Unfortunately, we cannot accept any enrolments without a completed enrolment form.**

New families will also need to complete a direct debit form. Please use the below link to download this form and email it back to CASAC on [casac@campbellpandc.com](mailto:casac@campbellpandc.com). Families wishing to discuss alternative payment methods must email in advance of their enrolment commencing.

Families must provide notice of changes to enrolment information in writing as soon as practicable. Changes made by telephone will not be accepted.

## BOOKINGS

Bookings can be on a permanent or casual basis.

### Permanent Bookings:

Please mark the days of care you require on your enrolment form. Permanent enrolments are ongoing for the school year until a change or cancellation is requested. Please notify the CASAC Office via email or mobile (text msg is accepted) should your child be absent on their permanent day/s. Fees will still apply for non-attendance.

**Casual Bookings:**

Casual before and after school care bookings can be made up to four (4) weeks in advance and are subject to availability. Bookings via email to: [casac@campbellpandc.com](mailto:casac@campbellpandc.com) or by phone to 0479 099 070. 7 days' notice is required to cancel a casual booking.

**Cancellation or Changes to Permanent Bookings:**

When ceasing, or reducing permanent booked days, fourteen (14) days written notification is required via email. If your child is not attending during the notice period please advise the program. In accordance with regulations, CCS cannot be applied if your child/ren are absent on the last day of the notice period, full fees will apply from the last attended day of care.

**ABSENCES**

CASAC must be notified if your child will be absent from any booked session of After School Care or Vacation Care. Please do not notify the School Front Office or assume that the school will pass on the information as it is not the school's responsibility to do this though this information will be requested if necessary as part of our Missing Children procedure. Notification of absence can be made via email [casac@campbellpandc.com](mailto:casac@campbellpandc.com) or text message to 0479 099 070. If your child is absent and you repeatedly do not notify the centre, a \$5 non-notification fee may be applied to your account.

**FEE SCHEDULE (as of 1 January 2021)****Before School Care**

\$17 per session (permanent booking)  
\$19 per session (casual booking)

**After School Care**

\$29 per session (permanent booking)  
\$32 per session (casual booking)

**Vacation Care**

\$80 per day (In-House days)  
\$95 per day (Excursion days)

**Late Pickup Fee:** Programs close at 6:00pm, a late fee of \$15.00 per child for every 15 minutes or part thereof will apply for children collected after this time, and will be added to the next statement.

**Fee Payments:** Payments are by Direct Debit via our Qikkids Childcare Management Software using DebitSuccess Australia via Direct debit from your nominated bank account or Credit card. Any other arrangements will need to be discussed with the Executive Director.

**Child Care Subsidy (effective 2 July 2018):** Most families are entitled to some form of subsidy. The Child Care Subsidy helps families with the cost of child care and covers a percentage of child care expenses for approved child care. For more information please refer to the website <https://www.education.gov.au/ChildCarePackage> or phone 136150.

**IMPORTANT NOTE:** To be eligible for CCS you must have a MyGov account with the government and provide CASAC with: the name and date of birth of the parent who is registered to claim fee reduction and also each child's name (as recorded with the Family Assistance Office) and their date of birth. Without this information we are unable to formally enrol your child via Centrelink and no fee reduction will be available.

**PAYMENT OF FEES**

Fees are due fortnightly on a Friday in the odd weeks of term.

Invoices are prepared fortnightly and emailed directly to families. Please ensure that you keep your email address up to date. If you do not provide an email address please make arrangements to collect your statement from our office. If at any time you require an additional copy of your invoice, please request it from the office. Your statement shows both charges to your account and payments made.

Accounts that are in arrears will incur a late payment fee of \$15 applied to the account each fortnight that it is outstanding unless prior arrangements have been made with the Executive Officer.

If you have any queries regarding your account please contact us on 0479 099 070 or [casac@campbellpandc.com](mailto:casac@campbellpandc.com).

Parents are responsible for ensuring they receive their account. Statements are emailed out fortnightly 3-5 days prior to the date they are due. If you do not receive your account please contact us immediately.

All fees are to be paid using Debit Success. Please refer to the Debit Success information and application form for more information. You may elect to pay fees from your bank account or credit card. Direct Debit forms are available at the Centre, at the front office of the school, on our website [www.campbellpandc.com/casac](http://www.campbellpandc.com/casac) or by emailing [casac@campbellpandc.com](mailto:casac@campbellpandc.com).

## PRIORITY OF ACCESS

There is no guarantee that all requests for places will be met as we must adhere to licensing conditions – currently allowing for a maximum of 126 children. If the maximum number of children is reached then the priority of access as outlined below will be considered and a waiting list will be used. The waiting list will be developed and updated regularly which identifies priority of access eligibility, date placed on list and required days of care. Placement from the waiting list is determined by priority of access guidelines.

- |                 |   |
|-----------------|---|
| First Priority  | A child at risk of serious abuse or neglect.  |
| Second Priority | Any other child, determined by siblings of children already in care, and date of placement on the waiting list. Parents are able to access their status on the waiting list on request. |
| Third Priority  | A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under Section 14 of the “A New Tax System (Family Assistance) Act 1999.           |

## ARRIVAL AND COLLECTION OF CHILDREN

### Before School Care

Unless previously arranged with the Director/Assistant Director a **Parent/guardian will sign children** in on arrival at the service.

### After School Care

At the end of school children will make their own way to after school care and ensure that they are marked in by an educator. Kindergarten and Preschool children will be escorted to after school care at the beginning of the year – see Early Years children section for more information.

The Centre's responsibility commences upon the child's arrival at the Centre and ceases when the child is signed out by a parent/ guardian or authorised person.

Education and Care Services National Regulations and our policies state that each child must be signed out of the Centre by an authorised person (those stated on the child's enrolment form) via the QkKiosk iPad. If another adult is to collect the child, written permission must be gained from the parent/guardian beforehand. This can be emailed to

us and then we will record this information for a one off arrangement, or the person can be added to the 'authorised to collect' section of the enrolment form for ongoing arrangements.

## COMMUNICATION WITH FAMILIES

We acknowledge that families are very busy and attempt to make communication efficient. Communication takes many forms and includes;

- CASAC Chronicle email newsletter bulletins that are sent as bulk emails to all parents via email mailing list
- Brief email notes to individual parents
- School newsletter
- P&C newsletter, Posters, pamphlets and notes on the information table at the service
- Face to face contact with parents

## ILLNESS

If your child is sick while attending the Centre you will be contacted by phone. Facilities for sick children are limited and it is in the best interests of your child to be collected from the Centre as soon as possible. Children with infectious diseases will be excluded as per the Infectious diseases chart displayed at the centre. CASAC follows all COVID-19 health guidelines and procedures. Families will be kept updated on all changes to requirements and procedures as the situation evolves.

## ACCIDENTS AND EMERGENCIES

If your child requires first aid it will be administered by a first aid qualified educator. You will be informed of any such incidents upon collection of your child. A message will be placed on your account to alert you when you sign out to the incident - you will be asked to sign the incident report. In the event of a serious accident or illness or whereby the Director or qualified person deems necessary, an ambulance will be called. Every effort will be made to advise you immediately. Where possible a member of staff will remain with your child until you arrive at the hospital. Any medical or ambulance costs incurred will be met by you.

## FOOD

All food served is in accordance with the Centre's allergy and anaphylaxis policies and is nut free.

**Before School Care** – a light breakfast is served daily – children should arrive by 8.15am to ensure adequate serving time for breakfast – the menu includes: cereal, toast, raisin toast, hot or cold chocolate or Milo, milk or water.

**After School Care** - Children are served afternoon tea upon their arrival each afternoon. The menu changes daily and seasonally. The menu may include foods such as a variety of dips, pastas, sandwiches, slices, fruit, salad items and other freshly prepared items. We are always looking for new and exciting afternoon tea ideas for the children – we are happy for you and your child to offer suggestions. A selection of fresh fruit is available everyday throughout the afternoon. Check the menu on the information table. Allergy alternatives are provided.

**Vacation Care** – afternoon tea is provided daily usually as part of a cooking activity with the children where possible. Please refer to the weekly menu on the information board. Allergy alternatives are provided.

## EARLY YEARS CHILDREN

For the first two terms (or longer if necessary) an educator will collect kindergarten children from their pick up space and take them directly to After School Care.

Kindergarten and Preschool children are part of our Early Years Program which is based in a separate classroom area in the BER for After School Care. Early Years children join the older children for activities after.

Afternoon Tea however, a dedicated space and Early Years team allows them to remain in a calmer environment if needed. For Before School Care, the Early Years Program is located in the main BER hall every morning.

## **BEHAVIOUR MANAGEMENT**

We aim to provide children with an enjoyable environment in which they feel comfortable and safe. This includes a comprehensive behaviour management policy that promotes children feeling comfortable; are able to accept responsibility for their own behaviour; and to develop a high self esteem. The behaviour management policy aims to reflect the school's behaviour management policy where applicable. If a child's behaviour is inappropriate then the educator will advise the Director of this. When it is necessary the Director will discuss this with the parents and a behaviour report will be completed. Parents will be given the opportunity to sign this and also make comments. For more information refer to our policy document.

## **MANAGEMENT COMMITTEE**

The service is run by the Campbell Primary School P&C Association Committee. Meetings are held throughout the year. All parents are welcome and encouraged to attend.

## **QUESTIONS, CONCERNS or FEEDBACK**

If you have any questions or concerns please speak to the CASAC Director or Executive Officer on [casac@campbellpandc.com](mailto:casac@campbellpandc.com) or to the P&C Committee [contact@campbellpandc.com](mailto:contact@campbellpandc.com). We welcome constructive feedback

– both positive and negative.

## **PARENT INVOLVEMENT**

We welcome parent involvement in our service. If you have an activity that the children would enjoy doing we welcome visitors to the service. Other ways that parents can be involved in our service include donating craft and other supplies that we can use in our day to day operation. All our policies are reviewed annually and we welcome your feedback.